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ADDENDUM NO. 1

Date: October 24, 2012

RFP# 13-0405

RFP Title: Office Products

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

The purpose of this addendum is to provide confirming information to all potential responding vendors in associate with the RFP. The information provided herein summarizes discussions at the non-mandatory pre-proposal meeting. Attendees of that meeting are noted on the County website for this solicitation.

The pro-proposal conference commenced with general review of the RFP with specific emphasis paid to various specific terms and conditions of the RFP including:

- The proposal due date and time was confirmed to be November 14th, 2012 at 3:00 PM.
- Method of Award, evaluation criteria
- Term of Contract with the County's option to renew for three (3) years
- Method of Payment (Pcard)
- Requirement of two (2) original responses, five (5) complete copies, including a total of six (6) catalogs for purposes below:
 - 1 original (including catalog) – stays in original file
 - 1 original – will be a part of the contract
 - 5 complete copies (including catalog) – for evaluators to review

Noted also was the mandatory requirement stated in the Scope of Services that one (1) electronic copy (flashdrive) in Microsoft excel format two (2) separate listings of the core list items as submitted in Attachment 1 and the non-core items (catalog/list price), and a total of six (6) catalogs to be submitted. Also stated was that failure to furnish as required will result in disqualification of offer to the County.

An overview of the project requirements was then provided with the following questions:

Question1 – Are substitutions to core items allowed when submitting a response to the County?

Answer 1 – For purposes of comparing costs between each respondent, respondents shall not deviate from

the compensation methods as outlined or as listed on the Core Items Product List in Attachment 1. If an item is no longer available or is discontinued, the unit cost and extended cost for that item on the Core Items Product List shall be labeled "Not Available". **The Core Items Products List shall not be manipulated or altered in any way in regards to Item Number, description or unit of measure. Manipulation, making notes of an alternate item, or altering this spreadsheet in any way shall result in disqualification of the respondents offer to the County.**

After initial award has been made, vendors are advised that they may propose to provide alternate products in lieu of the specific items listed in the standard industry catalog. If the County accepts such a substitution, the vendor's on-line catalog shall clearly illustrate the initial standard list price for the item, the discount originally proposed for that item, the resulting unit price for the standard item, and the actual unit price for the substitution. Substitutes will only be accepted if the unit price for the alternate item is less than the calculated unit price for the standard catalog item.

Question 2 – Is the County allowing a price increase to the Core Items Products List during the initial term of twenty-four (24) months?

Answer 2 – Please see revisions to Section 1.5, Term of Contract and Section 1.6, Option to Renew for Four (4) Additional One (1) Year Period(s) below in italic.

Section 1.5: Term of Contract – Twelve (12) Months

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter distributed by the County's Office of Procurement Services; and is contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall be twelve (12) months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

Pricing for Core Items shall remain unchanged throughout the initial term of the contract. The percentage discount initially stated for non-core items, furniture, office machines, and toner will remain unchanged throughout the full life of the contract to include any and all renewal periods.

Section 1.6: Option to Renew for Four (4) Additional One (1) Year Period(s)

Prior to, or upon completion, of the initial term of this contract, the County shall have the option to renew this contract for four (4) additional one (1) year period(s). Prior to completion of each exercised contract term, the County may consider an adjustment to price for core list items based on changes in the manufacturer list pricing. It is the vendor's responsibility to request any pricing adjustment in writing under this provision. The vendor's written request for adjustment should be submitted thirty (30) calendar days prior to expiration of the then current contract term. The vendor adjustment request must clearly substantiate the requested increase. The written request for adjustment should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.

The County reserves the right to reject any written price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Question 3 – The Manufacturers Price List part numbers and pricing change on January 1, 2013. Would you consider changing the response due date?

Answer 3 – No. See Question and Answer # 2 above with revised Section 1.5, Term of Contract and Section 1.6, Option to Renew for Four (4) Additional One (1) Year Period(s) below in *italic*.

Question 4 – When will the contract begin?

Answer 4 – April 1, 2013.

Question 5 – Are you looking primarily for a stand alone (custom) proposal or piggyback off the State of Florida contract?

Answer 5 –Utilizing the State of Florida contract and pricing is at the discretion of the vendor, however, Lake County shall only accept a proposal submitted as described in Section 1.13.2, Completion Requirements for Request For Proposal (RFP). For purposes of comparing costs and proposals between each respondent, respondents shall not deviate from the compensation method and the completion requirements as outlined in the RFP.

Question 6 – How important are rebates?

Answer 6 - See Section 1.3, Method of Award

Question 7 – What percentage of your total spend is reflected in your core list of products referenced in this RFP document?

Answer 7 – The Core Items Products List (Attachment 1) in the RFP has been revised from the current contract's core list and non-core list therefore cannot be accurately calculated. The quantity amount that is reflected on the Core Items Products List is the actual amount purchased for a twelve month time period.

Question 8 – Is copy paper a part of this RFP?

Answer 8 – The County utilizes the State contract for paper for inlying areas, however, departments in outlying areas will order from this contract. See Core Item Product List.

Question 9 – One vendor has captured an average of \$166,500.00 per year for some of your core items. In the RFP, it was also mentioned there is a non-core and de-centralization within the County. Could you provide me with the total overall spend of those 2 components?

Answer 9 – See Question and Answer # 7. The annual cost of \$166,500.00 is for the total cost of core items and non-core items that were purchased during the previous twelve month period. Procurement of office supplies is decentralized and 100% of this total is for decentralized purchases.

Question 10 – Can you please define “Inside Delivery” For example, is this a dock, department, desk top per end user delivery? How many overall Employees and Delivery Locations will be expected from the winning supplier?

Answer 10 – Please read Scope of Services, #5, Delivery and Returns. There is no dock. Delivery shall be to desktop to each prescribed delivery point. There are currently eighty-two (82) locations (including twenty-nine (29) fire stations) and eighty-six (86) online users located throughout Lake County, some of which the delivery address is for multiple divisions.

Question 11 - We understand there should not be any delivery charges for any amount ordered. Can you provide me what the current Average Order Size (AOS) is from the current supplier?

Answer 11 - The average order size is \$143.00. A total of 351 orders have been under \$50.00 since January 1, 2012.

Question 12 - We have reviewed your request for specific items to follow a minimum recycled percentage. Is there a ‘Green or Sustainable’ Initiative over and beyond what has been provided? In other words, are

you looking for a program and assistance in driving the promotion of these types of products over the standard request?

Answer 12 – No.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____